



Food Service Director (Seasonal May-Sept)

Location: Milford, PA.

About NJY Camps:

NJY Camps (NJY) is one of North America's premier Jewish summer camp organizations. Comprised of five overnight summer camps, NJY serves children of all ages, backgrounds, and abilities. NJY's mission focuses on supporting the growth and development of every individual member of its community so that they can learn new skills, develop greater self-confidence, and foster a strong Jewish identity. Having recently celebrated its centennial anniversary, NJY is reimagining its next 100 years. NJY Camps serves more than 3300 campers, over 800 summer staff, across 2000 acres of land. For more information, please visit our [website](#).

About the Position:

The Food Service Director (FSD) is based out of the Milford, Pennsylvania campus and manages the day-to-day kosher food service needs for all the NJY Camps programs located at this property. This senior management position is responsible for all food service operations (pre camp/main camp/post camp) produced from two kosher kitchens and served in three dining rooms. In addition, there is significant work required for gluten free food production, special dietary needs, pack outs and trips, and special events.

This is a seasonal position with living on site in Milford, PA required from mid-May until early September as well as some limited preparatory work in the winter months. This position will report to the Director of Business Development & Operations, and will work in conjunction with the camps' directors, retreat center director and senior central leadership as well as with H&H Purchasing Services.

Responsibilities:

Oversee all meal preparation and service

- Ensure that the right systems are in place to produce more than 1,500 kosher meals, three times per day, from two kosher kitchens, and served in three dining halls, adhering to the camp's daily schedules
- Responsible for both quality and quantity control measures across meals
- Provide appropriate meals for special diets (gluten free, dairy free, vegetarian, etc), ensuring the strictest of controls when handling allergies
- Assist with menu creation and management, working collaboratively with supervisor and HH to on in season menu substitutions

Personnel management

- Plan and coordinate orientation of all food service personnel as they arrive to camp
- Ensure implementation of training to include areas of food preparation, kitchen procedures, food safety and hygiene, kosher dietary laws, meal service, and more
- Ensure compliance with all NJY Camps personnel-related procedures and regulations, communicating any issues to camp directors
- Oversee all job and location assignments, as well as scheduling days off and free time
- Evaluate staff performance on an ongoing basis, providing praise and corrective feedback

- Foster a healthy workplace culture and team morale

Systems and procedures (ordering, inventorying, equipment maintenance)

- Oversee opening and closing procedures for kitchens/dining rooms before and after summer
- Work in partnership with H&H Purchasing Services on ordering and budget management
- Ensure that we have the right product per menu, in the right quantity, in the right location, achieved via production sheets, pull sheets, and inventorying
- Ensure that all food service equipment is in working order, reporting malfunctions to supervisor
- Handle deliveries, maintain organized storerooms, and institute labeling and dating procedures
- Create a system for managing food orders for trips and other special programs
- Ensure with camp staff compliance with camp's Kosher standards

Quality Control

- Ensure compliance with camps' kosher standards
- Make certain all food safety and hygiene norms as set out by NJY Camps
- Maintain safety and sanitation protocols for all areas in accordance with DOA guidelines

Desired Experience:

- 3+ years of relevant professional experience in the food and hospitality industry
- Familiarity with the resident camp industry
- Familiarity with, and openness to learning, about kosher food production

Skills and Qualities:

- Attention to detail and organization
- Commitment to the lifestyle associated with the camp industry
- A self-starter and go-getter with excellent initiative
- Strong time-management capabilities and the ability to stay on top of multiple priorities
- Comfortable working in an adaptive and ever-changing work environment
- Ability to manage high stress situations and crises with a level head and sound judgment
- A collaborative team player who enjoys working with professionals from all generations and many countries
- Sense of humor and enthusiasm
- A commitment to NJY Camps' mission for working with children and young adults.
- A proven track record of successfully managing a diverse range of relationships and responsibilities

Salary and Benefits:

- Seasonal salary range between \$35,000 - \$45,000 based on experience with some additional compensation possible for limited year-round planning
- Private room and board throughout the summer for you and spouse/partner as needed
- Full summer camp tuition included for any eligible camp-aged children (approx. value of \$11,000 per child)

To Apply: Please submit a cover letter and resume to jobs@njycamps.org with subject: Food Service Director. Receipt of all submissions will be acknowledged within five business days.

NJY Camps provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, disability, or any other characteristic protected by law. NJY Camps encourages individuals from underrepresented groups to apply. In order to increase equity in hiring, NJY Camps prefers not to receive informal referrals from individuals with personal connections to NJY Camps and cannot factor such referrals into the selection of candidates for interviews.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.